

Master List or Enrollment Household Application

If a RCCI does not have a pre-determined policy that dictates the allowable income to children, then it may wish to record eligibility determinations, by child, on a master list or on an enrollment household application. A sample master list is included below. Both master lists and enrollment household applications must contain the following information.

- Placement agency
- Child's personal income – indicate "0" if no income is received
- Frequency with which income is received
- Category of eligibility
- Date of eligibility determination
- Approving official's signature/initials
- Date of withdrawal

[Example]

Master List of Children Eligible for Free and Reduced-Price Meals Residential Child Care Institution Only

Month _____, 20 _____

[illegible]